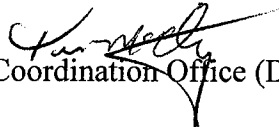




UNITED STATES DEPARTMENT OF COMMERCE
The Under Secretary of Commerce
for Oceans and Atmosphere
Washington, D.C. 20230

December 18, 2006

MEMORANDUM FOR: NOAA Executive Council (NEC)
NOAA Executive Panel (NEP)

FROM: Tim McClung 
Chief, Decision Coordination Office (DCO)

SUBJECT: Additional DCO Virtual Policy Guidance

The virtual NEP/NEC decision-making process has been increasingly utilized over the past two years. The process has proven to be an efficient method of disseminating important information to NOAA senior leadership for review and/or decision.

As previously, proposed (Virtual) briefing materials should be submitted to DCO for review. DCO staff will confirm the submission content is appropriate for the Virtual format (in coordination with DUS staff). Appropriate Virtual materials will be issued by DCO within two days of approval. Following issuance, NEP/NEC members will have *two to five full business days* to review the Virtual materials.

In an effort to improve coordination and track recommended/accepted edits to submitted materials sent through the Virtual NEP/NEC process, DCO has revised the procedures regarding the processing of Virtual comments. When the Virtual point of contact (POC) responds to changes proposed by NEP/NEC members, (s)he will provide responses to the consolidated comments of the NEP/NEC (coordinated through DCO). In addition, the POC will be required to enter all changes and/or comments into the original Virtual document (using the Microsoft Office Word document 'track changes' feature). This revised document (including track changes) should be sent via email to dco@noaa.gov by the assigned due date. (Note: Instructions on using the Microsoft Office Word document 'track changes' feature are posted at www.dco.noaa.gov). For record keeping purposes, DCO staff will maintain copies of both original Virtual document(s) as well as revised (including track changes) Virtual document(s).

All other portions of the Virtual NEC and NEP decision-making process, as discussed in the DCO Virtual Policy Statement (issued May 24, 2006), remain in effect.

Questions regarding this or any policy related to DCO's Virtual review process should be directed to the DCO Virtual NEC/NEP coordinator at dco@noaa.gov.

